



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **OFFICE ASSISTANT (TYPING)**

**Permanent Intermittent**

**\$11.01 - \$14.22/hour**

**ADMINISTRATION AND LICENSING SERVICES BRANCH  
SACRAMENTO**

Under close supervision, this position will provide clerical support to the Deputy Commissioner's Office of the Administration and Licensing Services Branch and is the primary backup to the Deputy Commissioner's Executive Assistant.

### **RESPONSIBILITIES:**

Duties will include but are not limited to: screen and direct calls for the Deputy Commissioner, type general correspondence, reports and various spreadsheets; open and distribute incoming mail; maintain filing system and records management systems; prepare travel expense claims; maintain electronic appointment calendars on a daily basis; order and maintain supplies and equipment, and other duties as required. This position works approximately 100 hours per month.

### **DESIRABLE QUALIFICATIONS:**

The successful candidate must have good oral and written communication skills; the ability to type at least 40 words per minute; knowledge and experience with Microsoft applications; follow oral and written directions; evaluate situations accurately and take effective action; maintain a professional demeanor and work as a team member.

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Office Assistant (Typing) level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

### **APPLICATION PROCEDURE:**

Send a completed standard State of California application to Inez Armstrong, Department of Insurance – Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate “Office Assistant (Typing), #113-1379-901” on the State application.** For additional information, please call (916) 492-3271.

**FINAL FILING DATE:** June 11, 2001 close of business

**NOTE:** Interest individuals, including list eligible, must submit applications by the final filing date in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

pb05/31/01